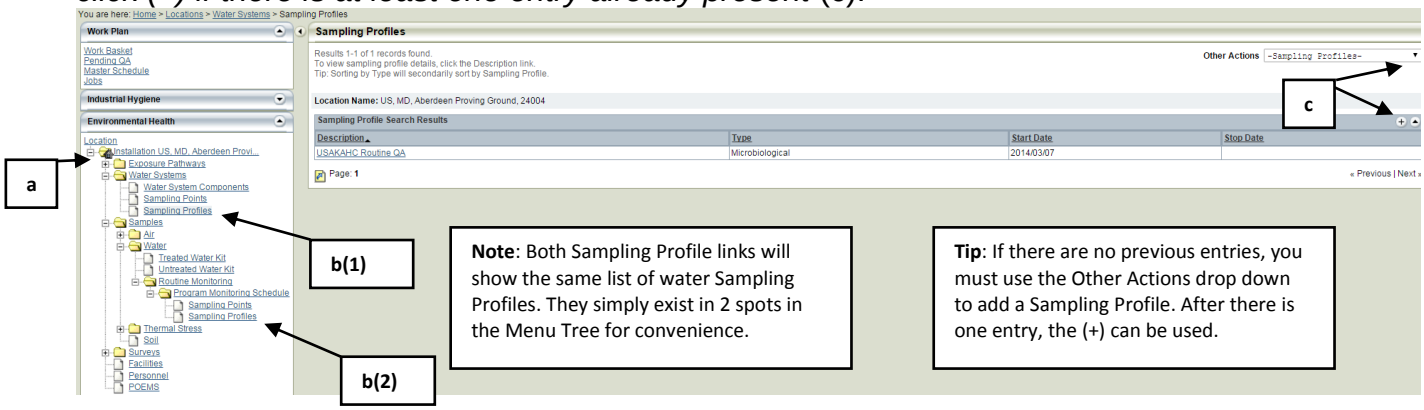
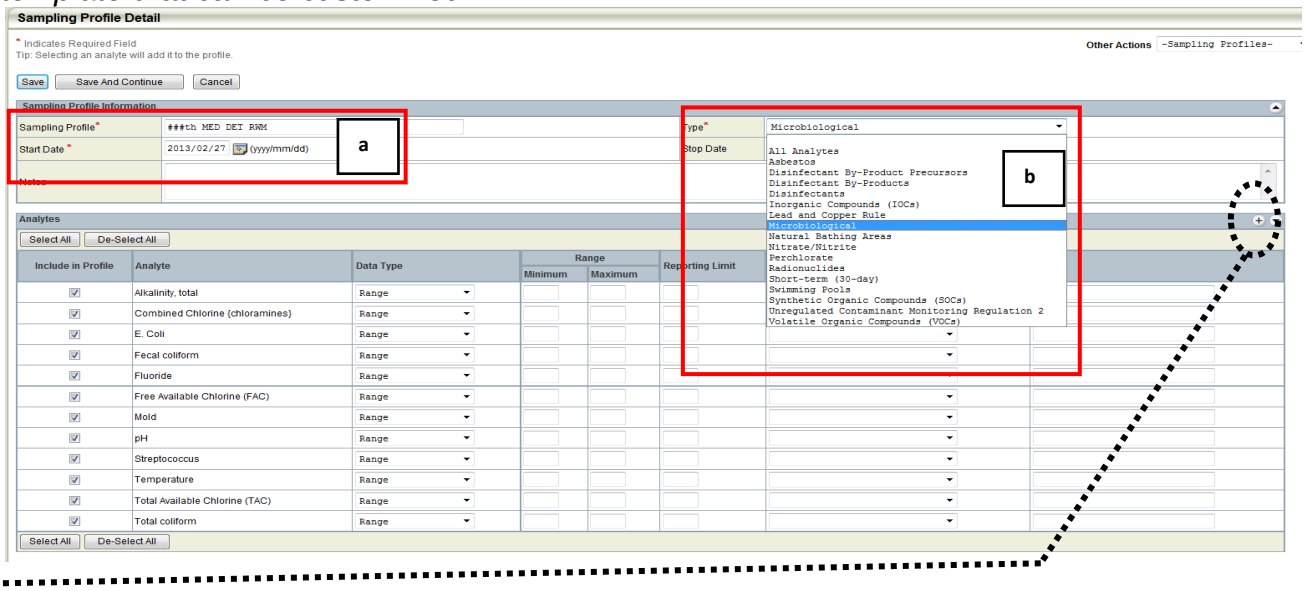
Adding a Water Sampling Profile

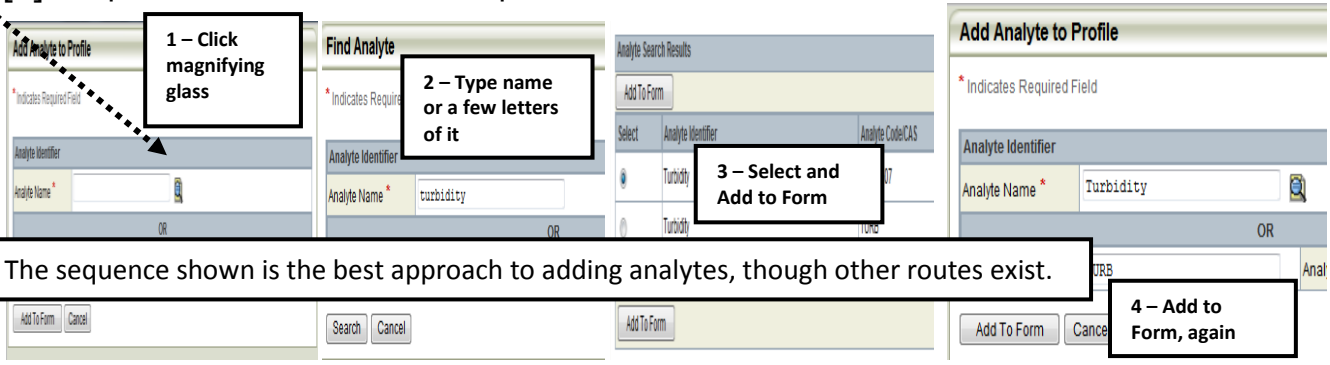
[1] Ensure you have accessed your Location (a), then expand the (+) icons in the Menu Tree to the Sampling Profile link (b1 or b2) to view and/or add a Sampling Profile. To add a new Sampling Profile click the Other Actions drop down menu and select Add Sampling Profile or *click (+) if there is at least one entry already present* (c).



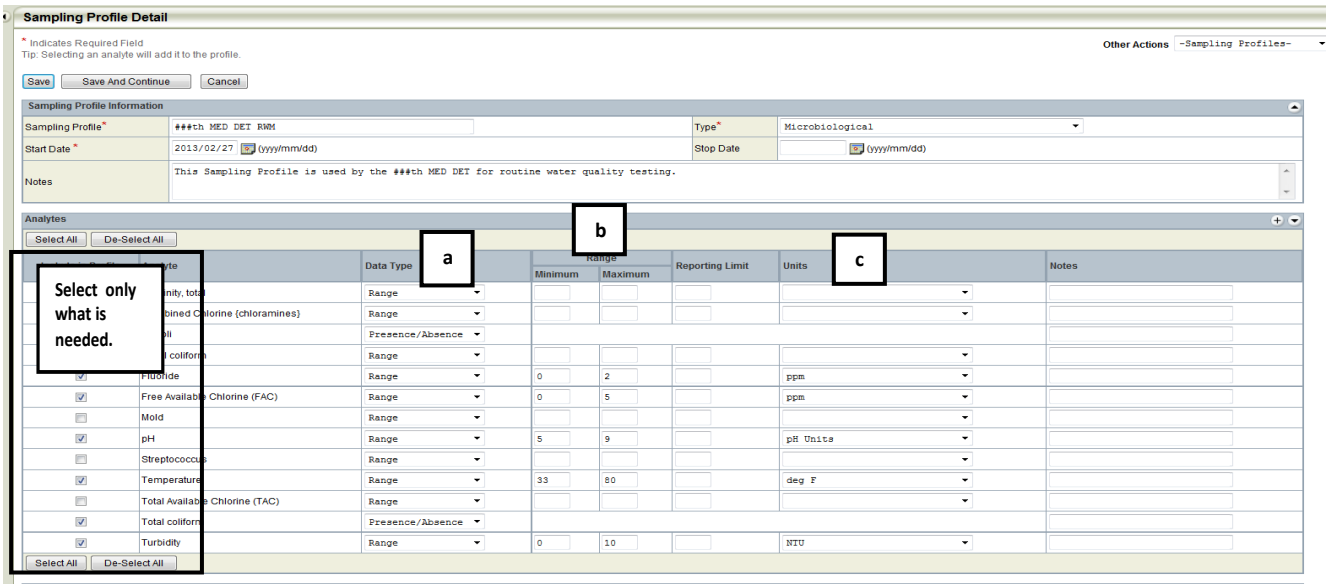
[2] Within the Sampling Profile Detail page, there are 3 required fields Sampling Profile Name and Start Date (a) *(note: the Start Date doesn't usually need to be adjusted)* and the Type (b). The Sampling Profile Name should consist of the group using that profile. The Type is a *template* that can be customized.



[3] If a parameter is not on the template, it can be added as shown. USE THIS METHOD.

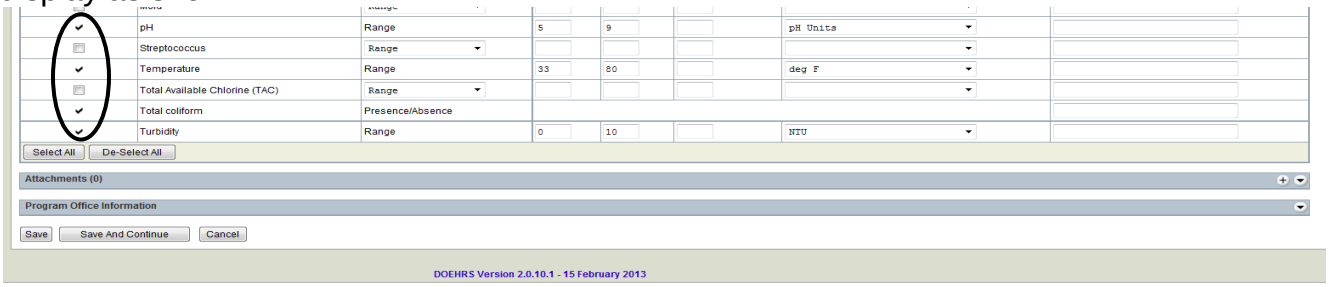


[4] Once a Template has been selected and any needed parameters added (notice Turbidity is now at the bottom of the list), it will need to be further refined based on what a unit is capable of, or needing to measure. The Data Type (a), Range (b) and Units (c) must be carefully selected. The Date Type will be either a Range or Presence/Absence (i.e. bacteriological). The Range is typically what the instrument can handle. The Units should be selected from the drop down box.



Note: The Reporting Limit is seldom used and only applicable when the RL is known or testing being performed by an advanced instrument (e.g. HAPSITE). The Notes field can be used for the type of instrument used (e.g. HACH kit)

[5] Once the Profile is made, use a 'Save and Continue' and check your work. Check marks will display as shown.



[6]Use a Save [and exit] and the Profile is ready to be used.